

SUBMISSION INSTRUCTIONS NO. 7

EMERGENCY (CONTINGENCY) PLAN

I. GENERAL. [§§ 520.C.2.K, 530.E., or 540.D., 9 VAC 20-80-10] To minimize hazards to personnel and the environment, actions taken in the event of fire, explosion, or any unplanned release of waste or waste constituents shall be chosen in advance and compiled in an emergency plan. The emergency plan must be submitted with the Part B permit application. While it may be made a part of the operations plan, its format should be such that it is self-explanatory and may be easily separated from the rest of the operational plan. The intent of the plan is to provide actions and contact information for emergency situations, which may occur at solid waste management facilities.

II. PLAN CONTENTS. The plan shall contain the following information:

- A fire control plan [§§ 250.C.9. or 270.C.5., and 520.C.2.k, 530.D.1., or 540.C.1., 9 VAC 20-80-10]. In case of sanitary and industrial landfills, the emergency plan shall contain a separate facility fire control plan that will address the methods that will be used to promptly extinguish any non-permitted fire and to provide adequate fire protection for the facility as a whole. The fire control plan will address at a minimum: hot loads, fire on the working face, equipment fires, structure fires, and tire fires. A copy of this fire control plan shall be kept at the facility and shall be made available to the public. In case of all other facilities, emergency actions associated with fires will be made as a part of the general emergency plan (see item below). The plan will provide a description of the actions taken to coordinate the plan with local fire officials. A copy of a letter from local fire officials indicating that the locality will be available for fire response at the facility and that the locality's involvement outlined in the fire control plan is acceptable to the locality will be provided.
- Description of actions which facility personnel are to take in response to fires, explosions, or any release of waste or waste constituents to air, soil, or water at the facility [§§ 520.C.2.k(2), 530.E.1., or 540.D.1., 9 VAC 20-80-10]. The actions should address specific actions depending on the type and origin of the incident; for example, a fire response plan should consider actions for fires involving: facility operating equipment, structures, waste mass, tire piles, etc. Similar incident specific guidance should be provided for explosions and releases. The plan should also outline facility evacuation procedure including signals, personnel assembly areas etc. and at what point emergency response personnel will be summoned.
- Description of arrangements agreed to by local police, fire and rescue squads, hospitals, contractors, and local emergency response coordinator to coordinate and deliver emergency services. Emergency phone numbers should be provided for all participating emergency agencies or contractors. [§§ 520.C.2.k(2), 530.E.2., or 540.D.2, 9 VAC 20-80-10]. Periodic review of the plan with the local response authorities should be conducted and practice exercises of the response plan should be encouraged. In case of a refusal of by one of the above organizations to participate, the permit application should contain written statement to that

effect.

- List of names, addresses, and phone numbers (office and home) of all persons qualified to act as emergency coordinator, designating one person as primary contact and listing others in the order in which they assume responsibilities as alternates [§§ 520.C.2.k(3), 530.E.3., or 540.D.3., 9 VAC 20-80-10]. This information should be updated whenever there is a change in the emergency contact list.
- List of all emergency equipment at the facility (e.g., fire extinguishing systems, spill control equipment, communications and internal and external alarm systems) and a description of arrangements for replacement equipment will be provided.[§§ 250.B.5., 260.B.5., 270.B.5., 330.C.6., 340.D.3., 360.C.9., 370.C.9., 9 VAC 20-80-10]. This list must be kept up to date. In addition, the plan must include the location and a physical description of each item on the list, and a brief outline of its capabilities. Training of personnel in the use of the equipment must be documented.
- If appropriate, evacuation plan for the facility, including signals used to begin evacuation, primary and alternate evacuation routes. An excavation plan should include a designated meeting point or other means to ascertain that all personnel have left the premises after the evacuation.
- If appropriate, an emergency contractor on a 24-hour standby basis.

III. PLAN DISSEMINATION. Copies of the emergency plan must be maintained at the facility; submitted to all local police and fire departments, hospitals and local emergency response coordinator that may be called upon to provide emergency services and the Department. The plan must list all locations where copies will be placed.

IV. TRAINING PLAN. [§250.C.6., 9 VAC 20-80-10] Training on the content of the contingency plan as well as the operation of any specialized emergency response equipment will be provided.

IV. PLAN AMENDMENTS. The emergency plan shall be reviewed and amended as necessary if:

- The facility permit is amended;
- The plan fails in an emergency;
- Changes in the facility design, construction, operation, maintenance, or other circumstances materially increase the potential for fires, explosions, or releases or change the response necessary in an emergency; and
- The emergency coordinator or emergency equipment list changes.